



United States Department of the Interior

Bureau of Indian Affairs
Washington, DC 20240

February 14, 2017

Memorandum

To: Youth and Pathways Program Coordinators
Attention: Supervisors/Managers, within Trust Services

From: Gayla Schock, Natural Resources Youth Program Coordinator,
Youth Program Coordination Office, Office of Trust Services

Subject: Employee Areas of Responsibility and Contact Listing

The Office of Trust Services' (OTS) Youth Program Coordination Office is responsible for developing, overseeing, and coordinating OTS's youth internship programs and initiatives. This includes continuing and expanding programs focused on encouraging our Native youth into science, technical, engineering, mathematics (STEM) program and offering STEM education and employment opportunities.

The OTS has established 116 internship positions (under the Pathway Internship Program) across seven different programs. The primary goal is to attract, hire, train, develop and facilitate the placement of qualified graduates into full-time professional series positions within the Bureau of Indian Affairs (BIA), Tribes or Tribal enterprises.

Programs Supported:

- Agriculture and Rangeland Management (25 U.S.C. 39)
- Forestry (25 U.S.C. 33)
- Wildland Fire (25 U.S.C. 33)
- Climate Change
- Real Estate Services
- Land Titles and Records
- Water and Power

The OTS partners with Salish Kootenai College (SKC) who founded the Center for Tribal Research & Education in Ecosystem Sciences (TREES) Student Program. SKC also partners with the BIA to provide support for Tribal Forestry and Wildland Fire programs and initiatives. SKC also addresses at-risk forester occupations that furthers the tribal capacity for land and natural resource stewardship while promoting tribal self-determination and self-governance initiatives.

Attached is a Contact List for the OTS Youth Program Coordination Office employees and ~~the~~ supporting offices. Following is a brief description of the employee areas of responsibility:

Gayla Schock, Natural Resources Youth Program Coordinator – Direction, oversight and management of the Youth and Pathways Internship Program, works to ensure initiatives are consistent with the Department and Bureau policies and directives, and that the program is meeting statutory and regulatory requirements. Also, works directly with the Bureau directors and program officials, including Tribal, to plan for and achieve workforce planning goals for STEM positions across OTS, and shares responsibility with the OTS program managers in providing supervision over student interns.

Brad Cress, Management and Program Analyst – Primary Point of Contact (POC) for student interns pertaining to administrative operations, requirements, tracking, on-boarding management, student intern work assignment and job placement services for the BIA, Tribes and Tribal enterprises, and for policy interpretation, development and technical support overall.

Monica Cooper, Program Specialist – Workforce planning support with student intern performance management, training and employee development, curriculum development, marketing, outreach communications and recruitment activities, QuickTime (QT) timekeeper, and travel support for student interns.

Geralyn Eckiwardah, Human Resources Specialist – Servicing HR Specialist for the OTS Pathways Internship Program. The POC for all aspects of human capital management, including conducting onsite hire recruitments events, use of HR options and flexibilities, policy development, staffing, position management, employee benefits, and personnel processing.

Carl Cook, Supervisory Human Resources Specialist (Information Systems) – POC for DOI Access cards (HSPD-12 smart cards) and QT Master Administrator for student intern QT accesses and accounts management.

Deborah Abeita, Human Resources Specialist – Offers HR support and assistance pertaining to the “Wildland Fire” Pathways Internship Program. Also serves as back-up QT Administrator for student interns.

Nicole Stiffarm, TREES Forestry Program Manager/Advisor – POC for “Forestry” student interns, provides academic advisement, mentoring, training, oversight and coordination of administrative requirements and documentation. Also assists with marketing efforts, recruitment and outreach activities, summer work assignments, job placement services for the Tribes and Tribal enterprises, and serves as the TREES Program Supervisor over Forestry students who are also enrolled in the SKC TREES Student Program.

Craig Cook, TREES Fire Program Manager/Advisor – POC for “Wildland Fire” student interns and provides academic advisement, mentoring, training, oversight and coordination of administrative requirements and documentation. Also assists with marketing efforts, recruitment and outreach activities, summer work assignments, job placement services for the Tribes and Tribal enterprises, and serves as the TREES Program Supervisor over Fire students who are also enrolled in the SKC TREES Student Program.

If you have any questions please contact me at 202-208-6410.

Attachment: Youth Initiatives and Pathways Internship Program Employee Contact Listing



Bureau of Indian Affairs
Office of Trust Services
Youth Initiatives and Pathways Internship Program
Employee Contact Listing

Attachment

Youth Program Coordination Office
(Central Office Headquarters)

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Office of Human Capital Management
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Salish Kootenai College
Center for Tribal Research & Education in Ecosystem Sciences (TREES) Student Program

Nicole Stiffarm, TREES Forestry Program
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